



CHILD CARE DEVELOPMENT FUND (CCDF) PROVIDER ELIGIBILITY STANDARDS (PES) CHECKLIST

State Form 51363 (R3 / 9-07) / BCC 0091

Provider	Inspector or Consultant
Identification number	Date (month, day, year)
Address (number and street)	Time From: To:
City	Telephone number ()
County	

During the inspection of this LLEP home, _____ children present & _____ were related to the provider.

REQUIREMENT:

YES	NO
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IC 12-17.2-3.5-5

1. A **Residential Building** shall have working smoke detectors on each level, top of each stairway and adjacent to each sleeping area (as required by SFM) **OR**
A **Non-residential Building** shall have fire alarm and suppression systems as required by applicable rule of the Fire Prevention and Building Safety Commission.
Building Type: _____

IC 12-17.2-3.5-10(b)(3)

2. Two and a half pound or greater ABC multiple purpose fire extinguisher on each floor and in the kitchen with valid expiration date.

IC 12-17.2-3.5-10(a) (Applies to providers enrolled in CCDF program after June 30, 2002)

3. A facility where a provider operates a child care program must have two exits that:
- Are on different sides of the building.
 - Do not go through a garage or storage area where hazardous materials are stored.
 - Are not blocked.
 - Are not windows.
 - Are operable from the inside in a one step process (no key or special knowledge required).

IC 12-17.2-3.5-10(b)(1) and (2)

4. Each child care provider shall have monthly documented fire drills including date/time/weather conditions/name of person conducting drill/full evacuation time and maintained for previous 12 months.
Date of last drill _____

IC 12-17.2-3.5-6

5. Each child care provider, household member, employee, volunteer caregiver shall have an intradermal tuberculosis test and result prior to giving care.
- Each child care provider, household member, employee and caregiver who has a history of a positive TB test or disease shall have an annual health assessment by a physician to reflect symptom screening for TB.

IC 12-17.2-3.5-7

6. A child care provider shall have written plans for notifying parents of the following:
- Illness, serious injury, or death of provider.
 - Care in an emergency.
 - Emergency evacuation (fire, tornado); this shall be posted in the facility where the provider operates the child care program.

IC 12-17.2-3.5-8

7. At least one adult shall have **annual** certification in CPR applicable to all age groups cared for and is present at all times when a child is in care. **and**
Each child care provider, employee, or volunteer caregiver shall have **current certification** in First Aid.

IC 12-17.2-3.5-5

8. The child care facility shall have hot and cold running water from an approved source in the area of the facility where the provider operates a child care program.
Water source: _____ Public _____ Private _____ valid water test date _____
Meets IDEM standards as required. IDEM water system number _____

IC 12-17.2-3.5-9

9. Each child care provider shall have a working telephone in each facility accessible to any staff member.
Record of phone service on site.

IC 12-17.2-3.5-11

10. Each child care provider shall have the following items inaccessible to children:
- Firearms and ammunition *Location:* _____
 - Poisons, chemicals, bleach and cleaning materials *Location:* _____

REQUIREMENT:	YES	NO
IC 12-17.2-3.5-4 11. Each child care provider, employee, household member, volunteer caregiver has provided evidence that they have not been named in the State Central Registry IC 17-6(7).		
IC 12-17.2-3.5-12 12. Each child care provider, household member, employee or volunteer caregiver has statewide limited criminal history check or Each child care provider has local criminal check with documentation that statewide check is applied for. (<i>Valid for 45 days</i>) <ul style="list-style-type: none"> No child care provider has been convicted of a felony. No child care provider has been convicted of a misdemeanor related to health and safety of a minor. Each child care provider maintains written policy requiring that persons whose criminal check is maintained must report any criminal convictions to the provider. 		
IC 12-17.2-3.5-12.1 13. Each child care provider, household member, employee, volunteer caregiver shall have documentation of a drug test and result does not show presence of illegal controlled substance(s). (<i>Standard 5 or 8 panel urine test</i>) and a child care provider shall have: <ul style="list-style-type: none"> Written policy requiring random drug testing of caregivers and Required testing if individual is suspected of noncompliance and Policy for suspension, rehabilitation and reinstatement of persons tested above. 		
IC 12-17.2-3.5-11.1 14. Each child has age appropriate immunizations including Varicella and Pneumococcal vaccines. Documentation includes: <ul style="list-style-type: none"> Names of all children (<i>including provider's</i>) receiving care at the facility. Immunization records for each child (<i>includes month, day and year given for each immunization and child's birth date</i>). The child's physician documents child is in process of receiving immunizations or A medical exempt statement from a physician or A religious belief exemption statement from the parent. 		
IC 12-17.2-3.5-12.1 15. A child care provider shall have a written policy prohibiting: <ul style="list-style-type: none"> use of tobacco, unintended use of toxic substances, use (<i>homes</i>) of alcohol; use or possession (<i>centers & ministries</i>) of alcohol; and use or possession of illegal substances in the facility where child care is operated when child care is being provided. 		
IC 12-17.2-3.5-5.5(a) 16. All children in care are continually (<i>sight or sound</i>) supervised by a caregiver.		
IC 12-17.2-3.5-5.5(b) 17. A provider who operates a child care program in the provider's home shall complete a training course in safe sleep practices, approved by the Division.		

I understand that the information contained in this document is necessary for participation in the Child Care Development Fund (CCDF) program. I understand that the Indiana Family and Social Services Administration (IFSSA) and/or PES inspector may verify any information contained in this document and any misrepresentation may subject me to removal/exclusion from the program and/or prosecution under applicable laws. I have reviewed the information contained in this document and agree by my signature that the information is accurate and complete to the best of my knowledge and belief. I understand that any changes in the information contained in this document must be promptly reported to IFSSA or PES inspector. Failure to report any changes may result in my removal/exclusion from the CCDF program.

*I understand that I must correct the problems identified above, in order to begin or continue to receive funds from the Child Care Development Fund Program. I understand that I must contact the inspector/consultant listed below to submit required documentation and arrange for a subsequent visit, if necessary, to complete compliance with minimum standards. I understand that if I am currently receiving CCDF funds, I must demonstrate my compliance by the date indicated (**maximum of 21 days**) or I will be decertified as a CCDF provider.*

Signature of inspector/consultant	Date (month, day, year)	Signature of Provider	Date (month, day, year)
MEETS ALL STANDARDS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Approved by:	Date (month, day, year)